

**Instructional Guide and FAQ for
BDDS Home and Community Based Services Residential and Group Home Providers
Relief Grant Program**

General Information

- **Background:** The **BDDS HCBS Residential and Group Home Relief Grant Program** has been made available by Indiana FSSA's Bureau of Developmental Disabilities Services to support HCBS waiver and Group Home providers in addressing increased COVID-19 related expenses related to the delivery of the following services:
 - Residential Habilitation and Support Hourly
 - Residential Habilitation and Support Daily
 - Respite
 - Participant Assistance and Care
 - Structured Family Caregiving
 - Transportation
 - Wellness Coordination
 - Workplace Assistance
 - Intermediate Care Facilities for Individuals with Intellectual Disabilities
- **Purpose:** Grants are awarded to eligible providers for the purpose of providing economic support to reimburse for certain expenses related the COVID-19 public health emergency and incurred during the period from March 1, 2020 through December 31, 2020.
- **Eligibility:** HCBS waiver and Group Home providers who provide residential habilitation and support hourly, residential habilitation and support daily, respite, participant assistance and care, structured family caregiving, transportation, wellness coordination, workplace assistance, and/or intermediate care facilities for individuals with intellectual disabilities under the Family Support and Community Habilitation and Integration waivers or the group home program.
- **Application Process:** Applicants must apply via the Bureau's on-line grant application. Application instructions are included below. The application can be accessed through the following link:
- **Application Period:** Interested providers will have an opportunity to apply for grants beginning on November 16, 2020 and ending on November 30, 2020. BDDS will submit approved grants for payment no later than December 12, 2020.
- **Grant Length:** Each grant covers the period March 1, 2020 through December 31, 2020. Grants will be issued as a single, one-time payment intended to cover the grant period.
- **Grant Status / Decision Communications:** All communications pertaining grant applications will be made via e-mail between BDDS and applying providers with the subject line ***BDDS Provider Relief Grant Communication***. This includes confirmations, application decisions, and questions from BDDS. **Please be on the lookout for these communications.**
- **Grant Payments:** The grant amount will be based on the total amount of allowable COVID-19 related expenses claimed by the provider. The total amount of allowable COVID-19 related expenses will be determined by combining

- the allowable expenses for the period March 1, 2020 through October 31, 2020 claimed by the provider through the grant application, and
- the estimated expenses for the period November 1, 2020 through December 31, 2020 as determined by DDRS using the information reported by providers through the application.

The total amount of the grant will be capped at 4.2% of Medicaid claims processed for the period from March 1, 2019 through December 31, 2019.

- **Multiple Locations:** If you are a provider with multiple locations, your application must reflect information relative to all locations.
- **Recent Change in Ownership:** If you are a provider that took over ownership of another approved provider after March 1, 2019, the 4.2% cap computation for purposes of determining your maximum grant amount will include historical paid claims from the acquired organization. However, the provider applying for the grant program should only claim your own expenses for the detailed expense support questions below.
- **Documentation for Audit:** Providers will be expected to maintain documentation of amounts claimed on the grant application as well as expense in these categories for the entire period March 1, 2020 through December 31, 2020. Because these grant funds are federal Coronavirus Relief Funds, additional reporting requirements may be issued in the future and any grant funds received will be considered subject to Federal Single Audit requirements.
- **What to Expect After Application is Submitted:** After completing and submitting the application, providers will receive an e-mail confirming receipt within 2 Business Days. If you are missing information or if there are questions on your application, you will be notified by BDDS with a request for additional information.
- **What to Expect After Approval:** When your application is approved, you will receive a second e-mail notification that includes details for the expected grant payment. This e-mail will include a confirmation that your application was approved along with the grant amount to expect. No later than December 12, 2020, approved grants amounts will be submitted for payment.

Application Overview:

The application includes a series of questions to gather key information used to

- Confirm your eligibility for a grant payment
- Determine your grant amount for the grant period, and
- Confirm your agreement to a set of stipulations and attestations

The following information describes the questions included in the application. We encourage providers to use this guide to gather the information needed prior to beginning the application. The application includes skip logic so that you only answer questions relevant to your organization.

IMPORTANT – once you begin the application, there is no way to save it and return to your work. We encourage providers to use this instructional guide to assist in gathering the information needed prior to beginning the application. Assuming you have completed this step, the application should take no more than 15 minutes to complete.

- **Section One – Provider Information**

- Your provider name (including DBA, if applicable),
- Waiver and/or group home provider number(s), including provider numbers for operations acquired after March 1, 2019
- Address for primary office location, and
- Phone number for primary office location

- **Section Two – Provider Contact Information**

- Provider Executive Director/CEO Contact Information
 - name,
 - e-mail address, and
 - phone number
- If the application is being completed by someone other than the Provider Executive Director/CEO, the name and e-mail for the individual completing the application.

- **Section Three – Information on Other Federal Aid Received**

- Note: this information is being gathered for informational purposes only and will not be utilized in determining the grant amount.
- Provide the amount, if any, your organization received from:
 - The [Federal Emergency Management Agency in relation to the COVID-19 Public Health Emergency](#)
 - The [CARES Act Provider Relief Fund](#) administered by the U.S. Department of Health and Human Services
 - The [COVID-19 Claims Reimbursement to Health Care Providers and Facilities for Testing, Treatment and Vaccine Administration for the Uninsured](#) administered by the U.S. Department of Health and Human Services; and/or
 - The [Small Business Administration and Department of Treasury's Paycheck Protection Program \(PPP\)](#)

- **General Note Regarding Sections Four through Twelve:**

- Allowable expenses as described below may only be claimed if they have not been reimbursed by another source including but not limited to the Federal Emergency Management Agency (FEMA), the CARES Act Provider Relief Fund, the COVID-19 Claims Reimbursement to Health Care Providers and Facilities for Testing, Treatment, and Vaccine Administration for the Uninsured, and the Small Business Administration (SBA) and Department of Treasury's

Paycheck Protection Program (PPP) that offset the healthcare related expenses. In addition, you may not claim as allowable expenses items or services that have been donated to your organization.

- You may claim an expense that has been reported to these other programs listed above but that has not been reimbursed. For example, if your application for PPP Loan Forgiveness includes \$50,000 of overtime as a part of a total of \$750,000 in wages but the amount of the loan forgiven is only \$600,000, you may claim the \$50,000 of overtime for this grant.

- **Section Four – Compensation Related Expenses**

- Note: Allowable compensation only includes services provided in a residential waiver service covered by this grant or group home. Appropriate documentation is payroll registers supporting amounts claimed. If an employee works only part time in a residential waiver setting and/or group home, documentation should be maintained for hours worked in those settings. Compensation earned for work in services not covered by this grant or outside the group home (e.g. day services) is not allowable.
- Provide the expense amount incurred for the following compensation related expenses:
 - Total Overtime Premium (50%) paid during the period March 1 - October 31, 2020 for the covered waiver and group home services.
 - Total Incremental Shift Differential earned during March 1 - October 31, 2020
 - Defined as new shift differential program implemented on or after January 1, 2020 to provide adequate DSP coverage in residential waiver settings and group homes).
 - Hazard Pay earned during the period March 1 - October 31, 2020
 - Defined as additional payments to employees for working in residential waiver settings and group homes related to COVID-19.)
 - Note: Across the board bonuses or wage increases are not considered allowable.
 - Other additional compensation not included in the above for services rendered during the period March 1 - October 31, 2020 in a residential waiver setting or group home due to a COVID-19 positive situation (e.g. incentive payments for staff quarantining with individuals in a residential setting)
 - You will be asked to include a description of the other additional compensation, if you are claiming expenses in this category
 - Increased/additional Nursing Compensation cost incurred during the period March 1 - October 31, 2020 due to COVID-19 including conducting additional training of staff, increased oversight of residents, responding to family concerns, etc.
 - Increased non-billable training to address infection control, proper use of PPE, and other COVID-19 related issues paid during the period March 1 - October 31, 2020.
 - Unreimbursed Families First Coronavirus Relief Act family leave or sick pay paid during the period March 1, 2020 - October 31, 2020, net of any payroll tax or other credits received.
- As a reminder, any expenses claimed as part of this section should only be net unreimbursed amounts and exclude expenses covered by other sources of relief reported in Section Three and/or through donated items, services, or financial resources.
- NOTE: Allowable Payroll Taxes are 7.65% of the Allowable compensation computed for the period. This amount will be computed by DDRS as a part of the grant review process.
- NOTE: For determination of the grant allowable expenses for November through December, each month's allowable expenses will be an average of the Total Allowable Compensation for the period March through October.

- **Section Five and Six – Unemployment Claims for Non-Profit Entities**
 - You will be asked whether you are a non-profit organization as recognized by the Internal Revenue Service. If so, you will also be asked if you are considered a reimbursable employer by the Indiana Department of Workforce Development (DWD).
 - If a not-for-profit is considered a “reimbursable employer” by the Indiana Department Workforce Development (DWD), they may be allowable to claim additional unemployment claims expense.
 - “Reimbursable employer” means the employer reimburses the unemployment insurance (UI) Trust Fund for benefit payments to their former employees instead of making regular quarterly contributions (referred to as payment in lieu of contribution).
 - Reimbursable employers are charged for all UI benefits, including extended benefits not reimbursed by a federal program, benefits expended in error, and benefits under appeal.
 - Reimbursable employers do not receive credit for benefit overpayments made by DWD for any reason until and unless DWD is successful in securing repayment from the claimant.
 - To claim expenses in this section, you will be required to report monthly claims as described below for the period through October 31, 2020.
 - Under the CARES Act, the federal government is paying 50% of the unemployment claims incurred by providers beginning March 13, 2020.
 - Unemployment claims due and payable by providers for the period beginning March 1, 2020 are allowable expenses for the grant, net of the federal credit.
 - NOTE: For determination of the grant allowable Unemployment Claims expenses for November through December, each month’s allowable expenses will be assumed to be the same as October.
- **Sections Seven and Eight - Increased Employee Benefits**
 - You will be asked if your organization has increased employee benefits because of the COVID-19 public health emergency to ensure adequate staff availability, they may report the increased expense associated with these programs.
 - Examples including the opening of a day care, unreimbursed healthcare costs, implementation of temporary co-payment assistance, etc.
 - To claim expenses in this section, you will be required to:
 - report monthly expense for the period through October 31, 2020, and
 - provide an explanation of the new benefit(s) and their relation to and impact on addressing COVID-19 needs and/or ensuring adequate staff availability.
 - As a reminder, any expenses claimed as part of this section should only be net unreimbursed amounts and exclude expenses covered by other sources of relief reported in Section Three and/or through donated items, services, or financial resources.
 - NOTE: For determination of the grant allowable Increased Employee Benefits expenses for November through December, each month’s allowable expenses will be assumed to be the same as October.
- **Sections Nine and Ten – Unreimbursed COVID-19 Testing Expense**
 - You will be asked if, as part of the delivery of services, your organization has incurred unreimbursed expenses for the testing of individuals and/or staff including serological testing, they may claim those unreimbursed expenses for this grant.

- To claim expenses in this section, you will be required to report monthly expense for the period through October 31, 2020.
- As a reminder, any expenses claimed as part of this section should only be net unreimbursed amounts and exclude expenses covered by other sources of relief reported in Section Three and/or through donated items, services, or financial resources.
- NOTE: For determination of the grant allowable Unreimbursed COVID-19 Testing expenses for November through December, each month's allowable expenses will be assumed to be the same as October.
- **Section Eleven - Personal Protective Equipment (PPE) Expense**
 - Unreimbursed costs incurred for PPE may be claimed as allowable expenses for this grant.
 - These may include costs to create a reserve of personal protective equipment, costs to address an increase in solid waste as a result of the public health emergency, and costs related to the disposal of used personal protective equipment would be allowable expenditures.
 - To claim expenses in this section, you will be required to report the total amount on unreimbursed costs incurred for PPE for the period March 1 through October 31, 2020.
 - As a reminder, any expenses claimed as part of this section should only be net unreimbursed amounts and exclude expenses covered by other sources of relief reported in Section Three and/or through donated items, services, or financial resources.
 - NOTE: For determination of the grant allowable expenses for November through December, each month's allowable expenses will be an average of the personal protective equipment expense for the period March through October.
- **Section Twelve - Other COVID-19 Related Expense**
 - Other COVID-19 related expenses not specified in one of the above categories may also be claimed as allowable expense of this grant.
 - To claim expenses in this section, providers will be required to
 - report the total amount on unreimbursed costs incurred for other COVID-19 related expenses for the period March 1 through October 31, 2020, and
 - indicate which of the following expenses are reflected in the claimed amount for this category, including:
 - thermometers (including thermal scanners and related equipment);
 - plates, cups, silverware, trays, hot plates, etc. necessary to adhere to non-communal dining restrictions;
 - additional tables, chairs, etc. necessary to adhere to social distancing restrictions for communal dining;
 - outdoor furniture/materials necessary to construct outdoor visitation areas;
 - technology that allows residents to connect with their families in lieu of in-person visitation;
 - technology that allows residents to connect with the community in lieu of traveling to activities outside of the home;
 - indoor furniture/materials necessary to construct private indoor visitation areas;
 - sanitizing equipment and supplies;
 - infection control signage and other materials;
 - materials, supplies and equipment necessary for isolation, quarantine rooms/areas;
 - air scrubbers and air filtration systems;

- Plexiglass or other materials for constructing separation panels/protective barriers or room sealing materials;
 - commercially sanitizing all or part of the building;
 - contract services including infection control training, sanitation, training, etc.;
 - additional general liability insurance expenses specific to the residential site/group home; and
 - medical waste disposal.
- As a reminder, any expenses claimed as part of this section should only be net unreimbursed amounts and exclude expenses covered by other sources of relief reported in Section Three and/or through donated items, services, or financial resources.
- NOTE: For determination of the grant allowable expenses for November through December, each month's allowable expenses will be an average of the other COVID-19 expense for the period March through October.
- **Section Thirteen – Stipulations of Provider Relief Grant**
 - Applicants will be asked to agree to the following statements:
 - Enter accurate information in this application detailing expenses incurred during the period March 1 - October 31, 2020 and related specifically to COVID-19.
 - Maintain records that support the expenses reported in this application and make those records available upon request and/or audit.
 - Follow COVID-19 related guidance published by DDRS/BDDS.
 - Ensure your response to the public emergency, including service changes, re-opening policies, and back-up planning, are communicated to individuals served, their families, and our staff in a timely and accessible manner.
 - *All statements must be checked for the application to be processed.*
- **Section Fourteen – Attestation**
 - Applicants will be asked to “sign” their application by typing their full legal name into the designated area.
 - In signing the application, providers will attest to the following:
 - By submitting this grant application, your organization is subject to audit by the State of Indiana. With this in mind, your agency should maintain documentation and any records to support any amounts that you are providing within this application, so that it can be available upon audit.
 - Before you submit this application, you must type your name and attest to the statements below. Please carefully read the following statement and type your name as indicated.
 - By typing my name and submitting my application, I attest that, with the exception of unemployment expenses which apply to all employees, I have reported only those expenses related to the delivery of the following services::
 - Residential Habilitation and Support Hourly
 - Residential Habilitation and Support Daily
 - Respite
 - Participant Assistance and Care
 - Structured Family Caregiving
 - Transportation
 - Wellness Coordination
 - Workplace Assistance
 - Intermediate Care Facilities for Individuals with Intellectual Disabilities

- By typing my name and submitting my application, I attest that I am an agent of the provider whose name and information is set forth in this application. I further attest that all of the answers I have provided in this application are true and accurate. I understand that making false statements on this application is unlawful and that I could be subject to penalties including criminal prosecution for making a false statement on this application.
- **Submitting Your Application:** Once you have completed all sections of the application, select the Submit button located at the bottom of Section Fourteen – Attestation

Application for ICOS HCBS Residential and Group Home Relief Grant Program

Required

Attestation

By submitting this grant application, your organization is subject to audit by the State of Indiana. With this in mind, your agency should maintain documentation and any records to support any amounts that you are providing within this application, so that it can be available upon audit.

Before you submit this application, you must type your name and attest to the statements below. Please carefully read the following statement and type your name as indicated.

By typing my name and submitting my application, I attest that within this application I have referenced only those expenses related to the delivery of the following services:

- a. Residential habilitation and Support Hourly
- b. Residential habilitation and Support Daily
- c. Respite
- d. Participant Assistance and Care
- e. Structured Family Caregiving
- f. Transportation
- g. Wellness Coordination
- h. Workplace Assistance
- i. Intermediate Care Facilities for Individuals with Intellectual and Developmental

By typing my name and submitting my application, I attest that I am an agent of the provider whose name and information is set forth in this application. I further attest that all of the answers I have provided in this application are true and accurate. I understand that making false statements on this application is unlawful and that I could be subject to penalties including criminal prosecution for making a false statement on this application.

By

By typing my full legal name below, I affirm that I have read and agree to the attestations listed above: *

John D. Doe

Back **Submit**

Frequently Asked Questions

Are we eligible for this funding if our organization has already received provider relief funding (assuming we have enough expenses to justify both)?

Response: Yes but be sure not to include any expenses covered by other grant sources as discussed in the instructions.

Does the BDDS Day Service Sustainability Grant money need to be included?

Response: No, DDRS has record of the amounts of the BDDS Day Service Sustainability Grants received by each provider. However, as a reminder, the only expenses to include in this grant application are for waiver residential services as specified in the instructions and group homes.

Do we include funds received from the state (Indiana and Michigan) as CARES PRF funding?

Response: Only include CARES Act funds for your Indiana operations, which should be 2% of Net Patient Service Revenue reported for your Indiana operations, or you may allocate the total CARES Act funds received between Indiana and Michigan based on the total Net Patient Service Revenue of each state.

We have not received the Provider Relief Fund Phase 3 distribution yet and we are uncertain of that amount. Does the phase 3 distribution amount need to be reported also?

Response: Only include CARES Act funds received as of the date of application.

Do expenses include bonuses and wage incentives that we had to implement to sustain enough DSPs?

Response: Across the board bonuses and wage increases are ineligible expenses per US Treasury guidelines for these funds. However, "payroll and benefits of a substantially dedicated employee may be covered using payments from the Fund" per the guidelines, to the extent incurred between March 1 and December 30, 2020. Thus, increased pay for personnel providing direct care in the waiver services specified in the instructions and in group homes would be eligible.

Many PPP Loans have not been processed by the SBA and are on back log. What if we do not have an answer about the amount of our PPP loan being forgiven?

Response: Please report the total amount of the PPP loan you have received.

We have had to hire a nurse to do our COVID screenings and contact tracing. Would that be an eligible expense?

Response: Yes, this additional nursing time would be eligible in Section 4.

We did not have Hazard Pay during the months of March through September. Since that time we have implemented hazard pay. Is there a way to include since there wouldn't be anything to average from March to September?

Response: We have modified the application to include October expenses.

Are newly created shifts that resulted from COVID (example = weekday coverage due to day program closures) eligible for inclusion, even if they didn't create OT or involve a shift differential?

Response: No, these additional shifts are not eligible as they would be covered by Budget Modification Requests for individuals in waiver services or replace previous day service expense included in group home rates.

Are the unemployment claims limited to just employees that work in our residential programs or all agency employees?

Response: Unemployment claims, net of the federal credit for any employee, may be reported.

If an employee worked overtime but had both Rh20 and CHIO hours worked, how do we determine which part is overtime on a large scale?

Response: Allocate their overtime between the service categories based on the hours worked in each category, or alternatively, divide the residential hours by total hours paid and multiply by the overtime to determine the allowable overtime.

If an organization gave raises to a portion of DSPs to keep them working, can you count that amount over this period?

Response: Across the board bonuses and wage increases are ineligible expenses per US Treasury guidelines for these funds. However, "payroll and benefits of a substantially dedicated employee may be covered using payments from the Fund," per the guidelines, to the extent incurred between March 1 and December 30, 2020. Thus, increased pay for personnel providing direct care in the eligible waiver services as specified in the instructions and in group homes would be eligible.

Am I correct in understanding that if our PPP loan covered 14 of 24 weeks, eligible OT in the remaining 10 weeks would be covered?

Response: Regardless of the weeks claimed, if your application for PPP Loan Forgiveness includes \$50,000 of overtime as a part of a total of \$750,000 in wages but the amount of the loan forgiven is only \$600,000, you may claim the \$50,000 of overtime for this grant. However, if the total wages on your application for forgiveness is \$750,000 including overtime, and all \$750,000 is forgiven, the overtime claimed on the forgiveness application would not be eligible.

We entered a lease for extra residence to prepare if we isolate clients after COVID started. Are these expenses eligible?

Response: Yes, these expenses would be allowable under the other COVID-19 expenses in section 12.